



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

February 24, 2010

Robert Manetti, Chief Financial Officer
The Conrad Corporation dba Conquest Imaging
3728 Imperial Way, Ste B
Stockton, CA 95215
rmanetti@conquestimaging.com

Dear Mr. Manetti:

RE: FINAL MONITORING VISIT REPORT for The Conrad Corporation dba Conquest Imaging – ET08-0326

Date of the Visit:	February 2, 2010
Beginning/Ending Time:	1:00 p.m. – 3:00 p.m.
Date of Last Visit:	March 27, 2008
Visit Location:	3728 Imperial Way, Ste B Stockton, CA 95215
Persons in attendance:	The Conrad Corporation dba Conquest Imaging Representative: Christine Perry; ETP Representative(s): Myra Cordova, ETP Analyst and Rosa Hernandez, ETP Manager
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	12/31/07 – 12/30/09	Agreement Amount:	\$74,888
Training Start Date:	01/16/08	No. to Retain:	37
Date Training must be Completed:	09/30/09	Range of Hours:	8 - 200
Type of Trainee:	Retrainee	Weighted Ave. Hours:	92

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

www.etp.ca.gov
ETP (04/15/05)

FINAL REPORT SUMMARY:

• **HISTORY OF AGREEMENT CHANGES**

ETP approved two Agreement Amendments one on 08/20/08, which added training courses and added an occupation and one on 05/27/09, which also added a training course.

• **Interview with Contract Administrator, Christine Perry, Lead Service & Training Coordinator**

- What barriers, if any, did your company experience in implementing your ETP project?

**I am not the person that started the project so I do not have all those details.
I do not believe there were any barriers.**

- What problems, if any, did your company experience with ETP record keeping?

None, we already had an internal training program so it was only utilizing ETP rosters to track the classes.

- What assistance could ETP have provided that would improve the process for future Contractors?

There is nothing that I am aware of.

- How did your company benefit from the ETP training?

We benefited by being able to train our employees to better our company without it being a financial hardship. This program allowed it to be a financial benefit.

Conquest Imaging records show that 37 trainees have completed training (100% of planned retentions) and 37 trainees have completed the 90 day retention period (100% of planned retentions). Conquest Imaging projects earnings to be \$55,506 (74% of the encumbered total \$74,888). Current records show that Conquest Imaging has received \$0.00 in progress payments, of which \$0.00 has been approved as earned. Ms. Cordova reminded Ms. Perry that the closeout invoice should be submitted no later than 30 days after the end term date of the Agreement

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	55	Completed Retention:	37
Dropped Following Enrollment:	0	In Retention Period:	0
Completed Minimum Hours for reimbursement:	37	Completed Training:	37

ATTENDANCE ROSTERS:

Ms. Cordova and Ms. Hernandez reviewed 8 Attendance Rosters. Ms. Perry needs to revise the rosters for consistency with the on-line tracking system (In one roster the hours were missing for one of the trainees and in another roster a trainee needed hours dropped due to double entry). Ms. Cordova discovered a roster that indicated more than 20 trainees. Ms. Perry explained that in fact there were two instructors in class and she would have the second instructor sign the roster.

INVOICES:

Ms. Cordova contacted the ETP Fiscal Department and was told ETP needs to maintain the accuracy of each trainee's record in case of an audit. Ms. Perry will revise the hours and resubmit the invoice.

AUDIT:

The Conrad Corporation dba Conquest Imaging will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report or your training Agreement with ETP, please contact Myra Cordova at 916.327.5461 or mcordova@etp.ca.gov within ten (10) working days from receipt of this report.

Sincerely,



Rosa Hernandez, Manager
Sacramento Regional Office



Myra Cordova, Contract Analyst
Sacramento Regional Office

cc: Christine Perry, Lead Service & Training Coordinator
cperry@conquestimaging.com
David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File